

SAFC-4644  
Copy 2 of 6

MEMORANDUM FOR: Project Director of Administration  
Project Contracting Officer

29 March 1956

SUBJECT : Performance of Travel in Connection with Meetings with  
Suppliers and/or Contractors

1. I would appreciate being kept advised of all travel performed for the purpose of meetings with our suppliers/contractors.

2. It will be the responsibility of the Director of Administration to ensure that all travel for this purpose is coordinated with the Contracting Officer who in turn will keep me advised.

*19*  
RICHARD M. HENSHALL, JR.  
Project Director

DJM  
1-Dir of Admin  
2-Contracting Offr  
3-Dep Pro. Dir  
4-ADM Chrono  
5-Pro. Chrono  
6-Pro. Reading

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